

Sackville Minor Hockey Club

Constitution and By-Laws

April 2026



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# **Constitution**

## **Article 1 Name**

The name of the organization shall be “Sackville Minor Hockey Club.” In this Constitution and By-Laws the expression:

- “the Club” and “SMHC” shall mean Sackville Minor Hockey Club;
- “Executive” shall mean shall mean the executive body of officers (President, Vice-President, Secretary, Treasurer, and the Immediate Past President) elected at the annual meeting to conduct the affairs of the Club;
- “Board” shall mean the full board of SMHC including the Executive as well as the members appointed to the board by the Executive.

## **Article 2 Affiliation**

2.1 The Club is a member of Hockey Canada, Hockey New Brunswick (HNB) and the New Brunswick Minor Hockey Council (NBMHC) and as such is responsible to uphold each of their Constitutions, By-Laws and regulations.

2.2 All the teams of the Club must be members of Hockey New Brunswick (HNB) and Hockey Canada.

2.3 The Club must pay the fees associated with membership to Hockey New Brunswick (HNB). The Club must pay the fees for its teams associated with membership in any league as approved by the Executive.

2.4 The mailing address of the Club is PO Box 6405, Sackville NB, E4L 1G6. The phone number and email address of choice for the current Club President shall serve as the primary contact information for the Club.

## **Article 3 Aims and Objectives**

3.1 To provide a minor hockey program for children and youth residing in the area served by SMHC. Refer to Article 8 for the guidelines as to the area served by SMHC.

3.2 To provide an opportunity for children and youth to play competitive and recreational hockey regardless of ability or social or economic status.

3.3 To strive to provide the best coaching and supervision for the children and youth in the program, and to strive to maintain high standards of moral conduct and fair play among our coaches.

## **Article 4 Membership**

4.1 Active membership will be open to all parents and /or guardians of minor hockey players registered with the Club.

4.2 Active membership will be open to all those assisting with the operation of the Club, including, but not limited to coaches, assistant coaches, managers, and others who demonstrate active involvement in any aspect of the Club operations.

4.3 All members will be subject to the Constitution and By-Laws, operating guidelines (as in the SMHC Operations Manual), rules and regulations, and any decisions and /or directions of the Board.

4.4 The membership year will commence September 1 and end August 31 of the succeeding year.

4.5 All active members in good standing subject to the Constitution and By-Laws will be eligible to vote and hold office in the Club. Any individual not in good standing (i.e., under suspension) will not be eligible to vote or hold office in the Club.

4.6 Honorary memberships may be awarded annually at the discretion of the Board of Directors. Such membership will have not voting or office-holding privileges.

## **Article 5 Meetings**

5.1 The Annual General Meeting of the active members shall be held no later than April 30 on such day in each year and at such place as the Board of Directors may by resolution determine. One notice of the date, time and place of the meeting shall: (1) be distributed by e-mail to all SMHC members with e-mail; and (2) be advertised in the local media. In both cases this will be done at least fourteen days prior to such date.

5.2 There shall be committee meetings, special general meetings and the Annual General Meeting of the active members.

5.3 The special meetings, as well as the Annual General Meeting, shall be comprised of the active members of the Club only. Active members only in good standing shall be eligible to vote.

5.4 There shall also be regular general information meetings of all members for the purpose of discussing the program. Suggestions and recommendations offered at such meetings will be referred to the Board for further consideration. The Board in its deliberation will decide whether or not to implement any or all recommendations so offered.

5.5 Special general meetings may be called at any time by the President or by a majority vote of the Board and may deal only with the subjects set out in the notice calling the said meeting.

5.6 Each active member present in person shall be entitled to one vote. Voting by proxy shall not be allowed. Voting may be done by show of hand or by secret ballot, however secret ballot must be used if requested at the time of voting by at least one active member in attendance. The only exception shall be the election of officers at the Annual General Meeting.

5.7 The order of business for each Annual General Meeting shall be as follows:

1. Approval of Agenda before the start of every meeting
2. Opening by the President
3. Reading notice of the meeting by the secretary
4. Adoption of the previous year's AGM minutes
5. Business arising from the minutes
6. Inscription by the secretary of all members present
7. Correspondence
8. Reports of officers – President, Treasurer, and any other as necessary
9. Reports of committees
10. Unfinished Business
11. New Business
12. Constitution and By-Law amendments
13. Resolutions to Hockey New Brunswick or Hockey Canada
14. Nomination of Officers
15. Election of Officers

The order of business for all other meetings shall be as follows:

1. Approval of Agenda before the start of every meeting
2. Minutes of previous meeting and adoption
3. Business arising from minutes
4. Correspondence
5. Reports of officers
6. Reports of committees
7. Unfinished Business
8. New Business

5.8 No meeting shall deviate without consent of the majority of the active members present from the procedure set out in the order of the day, as set out above.

5.9 Roberts Rules of Order shall serve as the Rules of Procedure in all deliberations of all meetings, as well as those of the Executive and committees, except as specially provided by the By-Laws of the Club.

5.10 When a vote is taken in any meeting of the Club, it shall be taken by a show of hands, provided, however, that any five active members present may request a vote to be taken by a written secret ballot. The only exception shall be the election of officers at the Annual general Meeting, which shall be by secret ballot.

5.11 In case of an equality of votes, whether on a show of hands or poll, the Chair of the meeting, shall be entitled to a deciding vote.

5.12 Notice in writing of any resolutions or changes to the Constitution or By-Laws which is to be presented at a meeting shall be made available to all active members at least seven days prior to the date to the meeting at which such resolution is to be presented. Any active member who wishes to place an extraordinary resolution before a meeting shall deliver a copy of such resolution to the Secretary of the Club at least ten (10) days prior to the date of the meeting at which they wish to present the said resolution. All suggested amendments require a submitter and a seconder, both must be a Member in Good Standing.

5.13 The President shall act as Chair at every meeting or, in his/her absence, the Vice-President shall take over the chair. If the Vice-President is absent, then the meeting shall appoint a Chair.

## ***Article 6 Officers and Directors***

6.1 The business and affairs of the Club shall be carried out by an executive, who shall act in accordance with this Constitution and such By-Laws.

6.2 The elected officers of the Club and Executive shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- immediate Past President

6.3 The Club Executive shall be elected at the annual general meeting by the members of the Club. Executive members' (President, Vice-President, Treasurer and Secretary) term of office shall be from the date of meeting at which they are elected or appointed for a term of two (2) years, or until their successors are appointed. The Board will appoint a replacement that will fill the vacancy for a term of up to two (2) years.

6.4 The President and Secretary shall be elected in even-numbered years and the Vice-President and Treasurer shall be elected in odd-numbered years.

6.5 At the Annual General Meeting, the Chair shall receive nominations from the floor from any good standing member. Election of all positions shall be by secret ballot, and members present shall select scrutineers to count the votes and report the results to the Chair.

6.6 The remaining positions (other than the Executive positions of President, Vice-President, Treasurer, Secretary and Past-President) on the Board of Directors shall be elected at the annual general meeting by the members of the Club, apart from Referee-in-Chief which shall be an appointed position by the Executive. Board members' term of office shall be from the date of meeting at which they are elected or appointed for a term of one (1) year, or until their successors are appointed. If positions are unfilled after the annual general meeting, the Executive shall, not later than June 30, appoint members to fill the positions. The Board positions are as follows:

- Fundraising Co-ordinator
- Referee-in-Chief (appointed position)
- Technical Director
- Tournament Director
- Co-ordinator U7 Program
- Co-ordinator U9 Program
- Co-ordinator Competitive C Program
- Co-ordinator Competitive A Program
- Community Hockey Liaison
- Scheduler
- Recruitment & Retention Coordinator
- Female Hockey Coordinator

6.7 The Executive, at its sole discretion, may use any or all of the following means to identify and appoint persons to the Directors' positioned as listed in Article 6.6: call for expression of interest from active members present at the AGM; call for expression of interest from active members through e-mail; personal contact and communication with active members or prospective members; and any other reasonable means as approved by the Executive. An Executive member(s) may be assigned the responsibilities of any one or more of these positions should no person be assigned to said position(s). However, the Executive member(s) serving in any such capacity will still only have one vote in any decision of the Board.

6.8 The Executive at its first meeting, and no later than June 30, shall identify and assign active or prospective Club members to the following responsibilities:

- Disciplinary Committee (2 members in addition to the Vice-President, who serves as Chair)
- Tournament Committee (3 members in addition to the Tournament Director, who serves as Chair; the other members will hold titles of Competitive Tournament Co-ordinator; Recreation Tournament Co-ordinator; Jamboree Co-ordinator)

6.9 The Executive shall meet in the interval between meetings of the General Membership, and shall have all powers of the membership with the exception of modifying or annulling by By-Laws, or to annul an action by the membership. They may do all such lawful acts and things as are not by statute or by these By-Laws, directed or required to be exercised, or done by the active members of the Club in general meeting.

6.10 Executive and Board meetings may be held at any convenient location as the Executive or Board may from time to time determine. A meeting of the Board may be convened by the

President or Vice-President at any time, and the Secretary by direction of the Board. Notice of such meeting shall be by e-mail or telephone to each member of the Board not less than 24 hours before the meeting is to take place.

6.11 A majority of the Board shall form a quorum for the transaction of business. A quorum shall consist of 50% of the full Board of Directors (Executive and Board members).

6.12 If the President fails to call a meeting within two weeks after having been requested to do so by two or more members of the Board, a meeting may be called and chaired by an elected officer. Such a meeting, subject to the rule of quorum, shall be legal and Constitutional.

6.13 General meetings may be called by the President when necessary to deal with incidents of importance affecting the By-Laws or the operation of the Sackville Minor Hockey Club through its By-Laws.

6.14 The Executive shall meet or confer as deemed necessary by the President and/or Vice-President to ensure effective operation of the Sackville Minor Hockey Club.

6.15 Any elected Directors (Board Member or Executive) absent for more than three (3) consecutive meetings (regular, special or general), without due cause, at the Board discretion will be asked to step down from their elected duties. The Executive will appoint a replacement. Attendance of a meeting virtually shall not be deemed an absence.

6.16 Any elected Directors (Board Member or Executive) will be automatically vacated:

- If a director has resigned their office by delivering a written resignation to the secretary of the Board; and/or
- If the director has any criminal convictions.

The Executive will appoint a replacement.

6.17 Questions arising at any meeting of the Board shall be decided by a majority of votes. In case of an equality of votes the Chair shall have a deciding vote.

6.18 The Board, through the Treasurer, shall prepare for submission to the Annual General Meeting a copy of all accounts of the Club showing all monies received with details and the manner in which the monies have been invested or expended.

6.19 The Treasurer and President or one (1) additional Executive Member as appointed by the President shall be the signing officers of the Sackville Minor Hockey Club for all financial transactions.

#### 6.20 President

The President of the Sackville Minor Hockey Club shall have overall responsibility for all matters regarding the Sackville Minor Hockey Club. They shall preside at all Executive, Board, and general meetings. They shall not vote except to cast the deciding vote. They shall exercise the authority of the Club in cases of emergency, subject to ratification by the Executive, within a reasonable period of time. They shall be the official spokesperson of the Sackville Minor Hockey Club. They shall be one of the two officers with financial signing authority (the other being the Treasurer). They shall sit as a member of District 6 Minor Hockey Council.

#### 6.21 Vice-President

The Vice-President shall be chair of the Disciplinary Committee and be responsible for, or oversee, ice time scheduling for teams and programs of the Club. The distribution of ice time and the operation of divisions and teams shall be in accordance with Club purpose, policies and procedures. They shall assist the President in their duties. They shall assume the duties of the President in their absence at which time They shall have all the rights and powers of the President. When acting as President They shall not vote except to cast a deciding vote. The Vice-President must be a member in good standing.

#### 6.22 Immediate Past President

The Immediate Past President shall attend all meetings and act in an advisory capacity with the right to vote. They may perform the duties of the President in their absence if the Vice-President is also absent. When acting as President They shall have all the rights and powers of the President and shall not vote except to cast a deciding vote. The Past President must be a member in good standing.

#### 6.23 Secretary

The Secretary shall issue notices of all meetings at the request of the President, take and maintain records of proceedings and meetings and see to the publication and distribution of these minutes in consultation with the President, prepare agendas for meetings, prepare correspondence for the President relating to matters concerning the Sackville Minor Hockey Club, and serve as a voting member of the Executive and Board of Directors. The Secretary shall serve as Registrar for the Club and as such shall be responsible for organizing and coordinating all aspects of annual registration of members as directed by the Board of Directors, and for ensuring that all players, teams, and team officials are duly registered and insured with HNB. The Secretary shall maintain all related Club documents, such as: Constitution and By-Laws of the Club; full name and contact information of all players; full name and contact of Executive and Directors. The Secretary shall ensure the website for SMHC is updated with events, news, meeting minutes and any additional information required. The Secretary must be a member in good standing.

#### 6.24 Treasurer

The Treasurer shall receive all monies payable to the Sackville Minor Hockey Club and deposit same in the bank account of the Sackville Minor Hockey Club, be one of two officers of the Sackville Minor Hockey Club with financial signing authority (the other being the President), see to the banking and investing of Sackville Minor Hockey Club funds as per the direction of the Executive, keep an accurate record of the finances of the Sackville Minor Hockey Club, and issue cheques in respect to invoices approved by the Executive. The Treasurer shall prepare and financial statements regularly or upon request, and present a final report at the Annual General Meeting. The Treasurer must be a member in good standing.

#### 6.25 Fundraising Co-ordinator

They shall be responsible to the Board for the raising of funds, through various programs and activities, in all areas other than player registration and the annual application for the Municipality of Tantramar grant. The Fundraising Co-ordinator shall organize, oversee, and implement any and all fundraising activities as approved by the Board at its first meeting each year based on a plan prepared by the Co-ordinator. They shall maintain records and collect fees which shall be given

to the Treasurer for deposit. They shall organize a standing committee to assist with the planning and implementation of fundraising activities.

#### 6.26 Referee-in-Chief

They shall be responsible to ensure that adequate and competent on-ice game officials (referees and linesmen) are available for league and exhibition games of teams of the Sackville Minor Hockey Club, including but not limited to, recruitment of officials, training of officials, and evaluation of and feedback to officials.

#### 6.27 Technical Director

They shall be responsible to coordinate all aspects of club development, including, but not limited to, arranging for and ensuring attendance at, coaching clinics; ensuring all team officials have the required certifications and courses and training; arranging for and promoting development clinics for players (skating, checking, passing, goalie); build and maintaining a resource library for coach use. With the Referee-in-Chief, be responsible for arranging referee development clinics. If invited to do so, assist the Division Co-ordinator(s) with the division of players into two or more recreation level teams (U11 through U18) or two or more U7 or U9 teams, as numbers require.

#### 6.28 Co-ordinator U7 Program

The Co-ordinator shall serve as a member of the Board of Directors, and shall ensure the smooth operation of the teams by serving as a neutral resource for players, coaches, team officials, parents, and others within the Club. The Co-ordinator shall ensure that all players, parents, and team officials adhere to the Fair Play Code and shall work in a conciliatory fashion to resolve any issues or disputes that may arise. The Co-ordinator is the point of first contact for team members when seeking assistance. The Co-ordinator shall assist the coaches with the division of players into two or more teams, schedule games and jamborees for both or all teams, and ensure both or all teams receive equal opportunity. The Co-ordinator shall be responsible for all equipment needs for U7 program teams, and for the distribution and return of jerseys to U7 program teams. The Co-ordinator must be a member in good standing.

#### 6.29 Co-ordinator U9 Program

The Co-ordinator shall serve as a member of the Board of Directors, and shall ensure the smooth operation of the teams by serving as a neutral resource for players, coaches, team officials, parents, and others within the Club. The Co-ordinator shall ensure that all players, parents, and team officials adhere to the Fair Play Code and shall work in a conciliatory fashion to resolve any issues or disputes that may arise. The Co-ordinator is the point of first contact for team members when seeking assistance. The Co-ordinator shall assist the coaches with the division of players into two or more teams, schedule games and jamborees for both or all teams, and ensure both or all teams receive equal opportunity. The Co-ordinator shall be responsible for all equipment needs for U9 program teams, and for the distribution and return of jerseys to U9 program teams. The Co-ordinator must be a member in good standing.

#### 6.30 Co-ordinator Recreation Program

The Co-ordinator shall serve as a member of the Board of Directors, and shall ensure the smooth operation of the teams by serving as a neutral resource for players, coaches, team officials,

parents, and others within the Club. The Co-ordinator shall ensure that all players, parents, and team officials adhere to the Fair Play Code and shall work in a conciliatory fashion to resolve any issues or disputes that may arise. The Co-ordinator is the point of first contact for team members when seeking assistance. The Co-ordinator shall oversee the process of dividing players into two or more teams in each division. The Co-ordinator shall be responsible for all equipment needs for recreation program teams, and for the distribution and return of jerseys to recreation program teams. The Co-ordinator must be a member in good standing.

#### 6.31 Co-ordinator Competitive Program

The Co-ordinator shall serve as a member of the Board of Directors, and shall ensure the smooth operation of the teams by serving as a neutral resource for players, coaches, team officials, parents, and others within the Club. The Co-ordinator shall ensure that all players, parents, and team officials adhere to the Fair Play Code and shall work in a conciliatory fashion to resolve any issues or disputes that may arise. The Co-ordinator is the point of first contact for team members when seeking assistance. The Co-ordinator shall ensure effective communication to the parents and players concerning the tryout process. The Co-ordinator shall be responsible for all equipment needs for competitive program teams, and for the distribution and return of jerseys to competitive program teams. The Co-ordinator must be a member in good standing.

#### 6.32 Community Hockey Liason

The Community Hockey Liason as required by the Executive, must be a Member in good standing and will be a member of the Board of Directors. They shall ensure the smooth operation of the SMHC Community Hockey program by serving as a contact point for players and on ice Coaches. The SMHC Community Hockey program will adhere to the guidelines as established by Hockey Canada and Hockey NB for all Community Hockey Programs. The participants shall be between 8 and 14 years of age and shall be accompanied on ice by properly accredited Coaches at all times. The Liason shall also ensure all Community Hockey participants are registered and insured with HNB prior to participating. The Liason shall ensure that a Hockey Safety Person is on-site for all ice times and they are properly trained and in possession of HNB medical forms for each participant.

#### 6.33 Scheduler

The Scheduler must be a Member in good standing and will be a member of the Board of Directors. The Scheduler shall be responsible for, ice time scheduling for all teams and ensure the appropriate distribution of ice time for teams of the club. The distribution of ice time shall be in accordance with Club purpose, policies and procedures, while following the Hockey Canada Long Term Development Plan. They shall ensure the website for SMHC is updated with team schedules and events. They shall oversee the approval and disbursement of travel permits for all SMHC teams.

#### 6.34 Recruitment & Retention Coordinator

The Recruitment and Retention Coordinator shall serve as a member of The Board of Directors and shall be responsible to coordinate all aspects of recruiting and retaining players. They shall organize, oversee and implement all initiatives aimed at recruiting new players and retaining existing players, including, but not limited to, presentations and social events. The Coordinator shall track results, analyze data, and present to the board on their findings. The Coordinator must be a member in good standing

### 6.35 Female Hockey Coordinator

The Female Coordinator must be a member in good standing and shall serve as a member on the board of directors. They shall be responsible for the female hockey program, ensuring smooth operation of all female teams. They are responsible for applying for grants and promoting female hockey. They shall serve as the first point of contact, as well as a neutral resource for players, coaches, team officials, parents, and others within the club. The coordinator shall ensure that all players, parents, and team officials adhere to Fair Play Code and shall work in a conciliatory fashion to resolve any issues or disputes that may arise. They shall be responsible for all equipment needs for the female teams and for the distribution and return of jerseys. The female coordinator shall make themselves available to attend meetings for HNB District 6 Female Hockey Association. They will maintain open communication with HNB's Female Commissioner.

### 6.36 Tournament Coordinator

The Tournament Coordinator shall serve as a member of the board of directors and shall manage all aspects of the tournament planning and execution for the club. They must have tournament dates planned, secured and submitted by the date set by HNB. The Tournament Coordinator is responsible for the organization of tournaments which includes (but is not limited to) tournament registrations, scheduling games, securing ice time, planning and ordering awards and sourcing tournament sponsorships. Leading up to and during the event, the Tournament Coordinator will develop and manage detailed schedules, set rules and regulations based on HNB standards for each division and ensure all those involved are aware of those rules and regulations. They will oversee day-of operations and ensure staff, referees, and volunteers are properly organized. The Tournament Coordinator may assemble a tournament committee as they see fit and delegate any of their responsibilities as needed.

### 6.37 Vice President 2

The Vice President 2 position shall serve as a member of the Executive only if the Immediate Past President position should be vacant. Upon vacancy, the Executive shall put a call out to all prior presidents to fill the role. Should no prior president fill the role after 30 days, the Executive shall put out a call for volunteers who meet the following criteria: a member in good standing and a member who has previously held an Executive position for at least 1 term. From the submissions, the Executive shall select one member to be the Vice-President 2. The Vice President 2 shall have all responsibilities of the Immediate Past President with the right to vote.

### 6.38 Terms of Office

No member shall serve in an elected executive office position for more than two consecutive terms. However, a member may be elected to another executive office position after serving two consecutive terms in one position. A member may also serve as a member of the board after serving two consecutive terms in one Executive position. Should an elected Executive position remain vacant after the AGM (that is, if no one has been elected to fill a position), the Executive shall, within 90 days, appoint a member to fill the position for a maximum of two years or until 6.4 of the Constitution is satisfied. This position may be filled by the member who previously held it during the prior two consecutive terms.

## **Article 7 Disciplinary Committee**

7.1 A Disciplinary Committee shall be appointed by the Board, and shall be composed of three active members, one of which shall be a Vice-President, and any two members selected by the Board. The Committee will be formed at the first meeting of the new Board and will serve for a term of one year.

7.2 If a member of the Club has been found on inquiry, by this Committee, to be guilty of conduct unbecoming a member, or has violated the Constitution, By-Laws, Rules or Regulations of the Club as found in the SMHC Operations Manual, (upon resolution passed by a majority of the Board of Directors), the Board may suspend or cancel membership in the Club for a specified period of term or indefinitely.

7.3 Notice of a resolution of this Disciplinary Committee shall be served on the member so affected by mail at the last address of the member shown on the records of the Club.

7.4 The Club will respect the guidelines in the Hockey New Brunswick Minimum Disciplinary Standards document.

7.5 This committee shall maintain minutes and records of all meetings.

## **Article 8 Boundaries Guidelines**

8.1 SMHC boundaries are set by Hockey New Brunswick. The following is a geographical description of the Sackville Minor Hockey Club “Residential Qualifications” boundary: south and east of the Village of Memramcook municipal boundary; south and west of Breau Creek Rd and Shemogue Rd.

8.2 Players residing outside the Club boundaries will be dealt with on a case by case basis in consultation with neighboring Clubs and the District Director. In instances of dispute, the District Director will reserve final decision. There will be no Grandfather Clause.

## **Article 9 By-Laws, Rules, Duties and Regulations**

9.1 The Sackville Minor Hockey Club may at an Annual General Meeting, by a majority of those members present and voting, establish By-Laws governing the conduct of meetings, voting, elections, duties of the Board of Directors and without being limited by the foregoing, By-Laws concerning such Constitutional matters as properly fall within the jurisdiction of the Sackville Minor Hockey Club.

9.2 The Sackville Minor Hockey Club Board of Directors may at any of its meetings, by a quorum, establish, amend or repeal By-Laws, rules, duties and regulations governing the Executive and without being limited by the foregoing, and other such matters as properly fall within the jurisdiction of the Board of Directors. These changes must then be passed by members at a General or Special meeting.

9.3 The SMHC Operations Manual shall serve as a supporting document to the SMHC Constitution and By-Laws, and shall contain further rules, regulations, and procedures to guide the operations of the Club.

## **By-Laws**

### ***By-Law 1 By-Laws***

By-Law 1 will empower the Board to prepare certain rules and regulations to govern the operation of SMHC. All members and players will adhere to said rules and regulations.

### ***By-Law 2 General***

In all By-Laws of the Club, the singular shall include the plural and the plural the singular; the word “person” shall include firms and corporations, and the masculine shall include feminine. Wherever reference is made in the By-Law, such reference shall be deemed to extend and apply to any amendment as the case may be.

### ***By-Law 3 Amendments***

The Constitution or By-Laws of the Club may be amended or added to:

- By a resolution of the active members, passed by a majority at an Annual General or Special Meeting of the members.
- By any active member, who may submit proposed amendments to the Secretary of the Club 10 days prior to the Annual General or Special Meeting of the members.

Proposed amendments must be notified with the notice of meeting. A listing of all proposed amendments or additions must be made available by the Board and as such must be posted in public forum including, but not limited to, distribution by e-mail to Club members.

The Sackville Minor Hockey Club Board of Directors may at any of their meetings establish, amend, revise or repeal the rules, duties and procedures found in the SMHC Operations Manual by a majority vote when a quorum is present.

### ***By-Law 4 Appeals***

Appeals of Executive, Board or Committee rulings must be presented in writing to the Secretary of the Club within three (3) days of the receipt of such rulings. The Board will meet within seven (7) days of receipt of written appeal.

### ***By-Law 5 Dissolution***

In the case of dissolution of the Club, all the properties, monies, documents, and securities of the Club, after all liabilities have been disposed of, shall be sold at public auction and the proceeds shall be donated to an athletic club as the membership may decide.

### ***By-Law 6 Communication by E-Mail***

The Club shall use e-mail as its primary means of communication with members. Permission must be obtained from each member with an e-mail address, each year, to send Club communication in this manner.

### ***By-Law 7 Committees***

The Board shall have the power to appoint committees as it sees fit, and any such committee appointed may perform such duties and exercise such powers as delegated to it by the Board from time to time. The following standing committees shall be appointed: Fundraising Committee; Disciplinary Committee. The following ad hoc committees shall be appointed: Awards Committee; Banquet Committee; Nomination Committee.

### ***By-Law 8 Signatories***

The President and the Secretary may sign contracts, documents, or any instruments in writing requiring the signature of the Club. An all contracts, documents and instruments in writing so signed shall be binding upon the Club without further authorization or formality.

### ***By-Law 9 Suspensions***

The Board will be vested with the power to suspend any member and/or player with due cause pending a hearing on such suspensions. Such hearings shall be held as soon as is reasonably possible. The Board will review all suspensions of Club members of more than (4) four games and reserves the right to increase suspensions. This will normally be concluded within 72 hours (3 days) of receiving a suspension.

### ***By-Law 10 Fiscal Year***

The fiscal year of the Club shall terminate on the 30th day of April in each year.

### ***By-Law 11 Financial Statement***

The Treasurer will ensure that a qualified accountant, who is not a member of the SMHC Board of Directors, review the Sackville Minor Hockey financials twice per year. Once at budget time and once at the end of the season, prior to the Annual General Meeting. A copy of the Club's Annual Financial Statement (including a detailed listing of revenues and expenses, cash position, and investments) at the end of the Club's fiscal year shall be presented to members at the Annual General Meeting.

### ***By-Law 12 Fundraising***

No Team, Coach, Manager, parent or any member, shall undertake fundraising project of any type nor shall pursue any form of sponsorship, on behalf of the Club or Team, or on behalf of any League or event in which they may be a participant, except by written permission of the Executive. The only exceptions are: teams may conduct a 50-50 draw at any or all of their home games and home tournament games; teams may fundraise within their own team (e.g., beverage

sales to players and others after games and practices, etc.).

### ***By-Law 13 Investments***

The Board may invest such sums of the Club's money as they deem advisable, provided however, that such investments are made which will, in the opinion of the Board be of assistance or benefit, directly or indirectly, to the Club's operation.

### ***By-Law 14 Records***

The records of the Club shall be in the custody of the Secretary. The financial records of the Club for the current year shall be in the custody of the Treasurer and shall be open to inspection by any member in good standing at any time, if requested by writing. A reasonable time frame of one week shall be given to the treasurer to prepare documents for inspection.

### ***By-Law 15 Registration***

The Board shall set the registration date and fee each year, including payment options to be made available to members. The registration deadline will be strictly adhered to, with the exception that additional players will be permitted to register after the cut-off date, and will be placed on teams if possible. Any returning player, defined as a player who was registered with SMHC in the previous hockey season, registering 10 calendar days after the registration date shall be subjected to a financial penalty as determined by the Board. As of July 14, 2006, this penalty is \$50.

### ***By-Law 16 Teams***

The Executive shall have the power to decide the make-up of the teams in the Club (the number of players per team), in the U7, U9, Recreational and Competitive ("A" classification or higher) Divisions. The Club shall use as the operating principle that no team shall have more than 15 skaters. "Competitive" teams or levels shall mean "A" classification or higher, as defined by Hockey New Brunswick, and applies only to U11, U13, U15 and U18 divisions. "Recreation" teams or levels shall mean non-contact, recreation hockey for any and all who wish to play, as defined by Hockey New Brunswick, and applies only to U11, U13, U15 and U18 divisions.

Competitive Club teams shall play in their respective Central Leagues. Recreation Club teams shall play in the South East Recreational Hockey League. U7 and U9 teams may organize exhibition games and shared practices in accordance with Hockey New Brunswick Guidelines (as of 2006-07 season, the maximum number of games they may play is 25 per team). All Players, coaches, managers, and parents will be subject to the rules and regulations applying to the particular division and league with which they are associated. The Executive may add, delete, or change the operation of its programs or assignment to league play by teams, according to the Hockey New Brunswick Guidelines, as it deems necessary and within the scope of its objectives.

### ***By-Law 17 Age Limit***

The player's age is determined for the current playing season by the player's age of December 31 of the current season. The Age Limit for all Divisions will be as outlined in the Hockey Canada Articles, By-Laws and Regulations.

### ***By-Law 18 Team Officials***

Each team shall have a coach, assistant coach, safety person and a manager, hereinafter referred to as team officials. A volunteer accepting an appointment as a team official shall be listed as a member of the Sackville Minor Hockey Club and shall abide by the Club Constitution, By-Laws, Rules, Duties and Regulations. Appointments of all team officials shall be approved by the Executive. Team officials shall be familiar with all the rules and regulations of the Sackville Minor Hockey Club, their league (if playing in a league), HNB, NBMHC and Hockey Canada and particularly the playing rules as published. Each team official must ensure that a valid Criminal Record Check with Vulnerable Sector Check is in place, along with completion of the Respect in Sport for Leaders certification and proper Coaching Certifications before December 15<sup>th</sup> of a playing year.

### ***By-Law 19 Coaches***

Coaches shall be members of the Club in good standing. A Coach will handle one team only in the Club. A coach may be an Assistant Coach with another team within the Club. Any Coach may be vacated from their position at the discretion of the Board if:

- The coach has resigned by delivering a written resignation to the secretary of the Board;
- The coach has any criminal convictions.

The Board will make an appointment of a replacement.

### ***By-Law 20 Equipment***

Sackville Minor Hockey Club shall purchase and maintain jerseys for all teams, or cause to have such jerseys provided. The Club shall also purchase and maintain a sufficient number of complete sets of goalie equipment, including goalie sticks, suitable for use in the U7 and U9 programs. The Club shall also purchase and maintain a limited supply of goalie equipment suitable for use in U11 and U13 programs. Other equipment to be purchased by the Club includes, but is not limited to: pucks, pylons, on-ice instructional equipment, diagram boards for drill instruction, first aid kits, SMHC game sheets, and other equipment deemed necessary by Program Co-ordinators in conjunction with team officials.

### ***By-Law 21 Fair Play Code***

All operations of the Club will be guided by the Hockey New Brunswick Fair Play Code. It is the responsibility of all members within SMHC to adhere to and respect this code of conduct.

## Revision History

Date	Revision / Changes
April 30, 2007	<b>SMHC Operation Manual, July 1995</b> repealed and replaced with <b>SMHC Constitution and By-Laws, April 2007 and SMHC Operations Manual, April 2007</b>
April 22, 2009	<b>Articles 6.6 and 6.8</b> amended to include tournament director on Board of Directors <b>By-Law 15</b> amended to apply the registration late fee to returning players only <b>By-Law 16</b> amended to direct the Club to keep the number of skaters per team to a maximum of 15 where possible
April 19,2010	<b>Article 6.6</b> amended to make the Board of Directors positions as elected positions, and to reduce the number of Board members positions <b>Article 6.5</b> amended to make the election of all positions (Executive and Board) to be conducted by secret ballot <b>Article 6.11</b> amended to clarify quorum and ensure consistency of wording with election of board members <b>Article 6.25</b> Equipment Manager, Article 6.27 Coaches' Co-ordinator, 6.30 Division Co-ordinators eliminated <b>New articles</b> created (6.28 to 6.31) to name the title of newly created elected board positions and to provide descriptions of those positions <b>Article 6.31</b> renumbered to 6.32 and amended to ensure consistency in wording concerning elected board positions <b>By-Law 20</b> amended to ensure consistency in wording concerning elimination of equipment
April 14,2013	<b>Article 6.6</b> amended to make Referee-in-chief an appointed position by the Executive and rewording of Co-ordinator Recreation and Competitive
April 18, 2018	<b>Article 6.3</b> amended to allow appointments of a term to be allowed up to two years. Allow the club to be consistent with Article 6.4 of the Constitution. <b>Article 6.32</b> amended to allow the executive 90 days to appoint a member to fill the vacant position for a maximum term of two years or until 6.4 of the Constitution is satisfied

April 17, 2019	<p><b>Article 6.32</b> (Terms of Office) renumbered to 6.34 to allow addition of 2 new positions</p> <p><b>Article 6.32</b> – Community Hockey Liason added</p> <p><b>Article 6.33</b> – Ice Scheduler/Website Coordinator added</p>
August 19, 2020	<p><b>Article 5.15</b> – Suggested amendments to have a submitter and a seconder.</p> <p><b>Article 6.6</b> – Add Community Hockey Liaison and Scheduler.</p> <p><b>Full Document</b> – Change all age levels to reflect the updated Hockey Canada Age-Division names.</p> <p><b>Article 6.19</b> – Signing officers for SMHC.</p> <p><b>Article 6.23</b> – Add website responsibilities to Secretary.</p> <p><b>Article 6.32</b> – Update Community Hockey Liaison description.</p> <p><b>Article 6.33</b> – Update Scheduler description.</p> <p><b>By-Law 11</b> – Add an accountant will review financials twice per year.</p>
April 20, 2023	<p><b>Article 2.4</b> – Change to primary contact email for president.</p> <p><b>Article 3</b> – Change boys and girls to children and youth</p> <p><b>By-Law 18</b> – Add safety person to list of team officials. Add requirements for all team officials and deadline for requirements to be in place.</p>

February 28, 2025

**Article 5.1-** changed notice from seven to fourteen days  
**Article 5.5-** changed subject to subjects as meeting can address with more than 1 subject  
**Article 5.6-**changed to allow secret ballot during various meetings (combines 5.6 and 5.11)  
**Article 5.7-**changed to add approval of the agenda before every meeting  
**Article 5.10-**Becomes 5.9 to realign numbering  
**Article 5.12-**Removed (Numbers realigned)  
**Article 5.13-**Becomes 5.10 to realign numbering  
**Article 5.14-**Becomes 5.11 to realign numbering. Amended to remove repetitiveness  
**Article 5.15-** Becomes 5.12 to realign numbering  
**Article 5.16 -**Becomes 5.13 to realign numbering. Amend chairman to chair.  
**Article 6.1-** rephrase  
**Article 6.5-** amended to be clear and concise  
**Article 6.6-** added female hockey coordinator and recruitment & retention coordinator  
**Article 6.14-** wording removed to reduce redundancy  
**Article 6.15-**inclusion of virtual meetings  
**Article 6.16-** removed gender specific wording  
**Article 6.17-** removed gender specific wording  
**Article 6.21-**removed gender specific wording  
**Article 6.22-**removed gender specific wording  
**Article 6.25-**update municipality grant name  
**Article 6.26-**removed gender specific wording  
**Article 6.34-**added recruitment & retention coordinator  
**Article 6.35-**added female hockey coordinator  
**Article 6.36-** terms of office (previously 6.34)  
**Article 7.3-** email added as a way of communication  
**By-Law 11-**wording change for presentation of financials  
**By-Law 14-**reasonable time frame wording added

<p>May 16, 2025</p>	<p><b>Article 6.18- changed “executive” to “board”</b>  <b>Article 6.36- added Tournament Coordinator position</b>  <b>Article 6.37- new number- Terms of office</b>  <b>Article 7.1- changed “executive” to “board”</b>  <b>Article 9.2- added wording re: changes to bylaws and rules, to be passed/defeated by members at a general or special meeting</b>  <b>By-Law 3- removed “executive”</b>  <b>By-Law 7- removed “executive”</b></p>
<p>April 21, 2026</p>	<p><b>Article 6.37- Changed to “Vice President 2”</b>  <b>Article 6.38- new number, becomes “Terms of Office”</b></p>